

USHER / TROLLEY / PARKING (Job Analysis)

DESCRIPTION:

Usher duties: taking tickets; handing out programs; selling raffle tickets, renting cushions; assisting and monitoring patrons in the reserved seating area and also the lawn areas; (enforcing house rules, giving directions). Arrival time is 5:15pm. 20 to 25 volunteers needed per show. **Trolley duty:** assist patrons on & off the trolley and answer questions. Trolley position always begins two hours prior to the start of the concert. 1 trolley volunteer needed per show. **Parking lot duty & traffic control:** monitor the donor parking lot, musician's lot, and circular drive for safety reasons and parking privileges. Parking & traffic attendants must be on duty by 4pm.

FUNCTIONAL REQUIREMENTS

LIFTING (items, frequency, origin, destination, weight):

Frequently: 5-10#, stacking chairs outside handicap area
Occasionally: 30-40#; boxes of brochures/programs

CARRYING (items, frequency, origin, destination, weight):

Frequently: 5-10#
Occasionally: 30-40#; boxes of brochures/programs

PUSHING / PULLING FORCE (items, frequency, origin, distance, force):

Opening sometimes large gates. Approximately 10-15# of force.
Attending to patrons in wheel chairs. Approx. 50-60 # of force.

PHYSICAL DEMANDS

STANDING: Frequent-Continuous

Number of hours: 5-6 hours/shift

How long at one time: 2-3 hours

Type of surface: asphalt, dirt, lawn with irregular surface or loose gravel

WALKING: Intermittent-Frequent

Number of hours: 5-6 hours/shift

How long at one time: 20-60 minutes

Type of surface/grade: asphalt, dirt, loose gravel, grass with areas of irregular grades, up and down hills

SITTING: Rare-Occasional

Number of hours: 1-2 hours/shift

How long at one time: 20 minutes

Type of surface: hard surfaced chairs, wooden picnic tables, stone wall or concrete steps

CRAWLING: N/A

KNEELING: Occasional

Doing what: Talking to patrons, selling raffle tickets or renting cushions.

Type of surface: lawn mostly and rarely on concrete

BENDING: Occasional

Doing what: picking up items off the ground

How often: 4-5 times per shift

Repetitively?/Sustained?: NA

SQUATTING: Occasional-Frequent

Doing what: talking to patrons, renting chair cushions, selling raffle tickets

How often: 5-15 times/hour

Repetitively?/Sustained?: NA

TWISTING: Rare

REACHING: Occasional-Frequent

Above shoulders?: Rarely

Below shoulders?: Occasional-Frequent

Doing what: Taking tickets, handing out programs

How often: 100+ times per hour for about 2 hours after gates open

HANDLING (use of hands for gripping, grasping and fine manipulation): Frequent

Doing what: taking tickets and handing out programs/brochures, pushing wheelchairs

How often: 100 + times per hour for about 2 hours after gates open

Repetitively?/Sustained?: Repetitively

ENVIRONMENT (temperatures, humidity):

Possible loud music, bright flashing lights, cool evenings, hot and/or humid, rain/thunderstorms.

HAZARDS (noise, light, dust, fumes):

Possible loud music, bright flashing lights, cigarette smoke.

EQUIPMENT / TOOLS (hand or power driven): N/A